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SOURCE: DISKETTE.045896

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M:RGONZALES DGHR/FLO:LTEIXEIRA

S/ES-O:AWESTLING

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FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

USLO TRIPOLI

AMEMBASSY GEORGETOWN

UNCLAS STATE 035500

E.O. 12958: N/A

TAGS: APER, AMGT

SUBJECT: 2006 PROFESSIONAL ASSOCIATES PROGRAM

MANAGEMENT AND HUMAN RESOURCES OFFICERS AT POSTS: PLEASE  
ENSURE DISTRIBUTION OF THIS MESSAGE TO ALL COMMUNITY  
LIAISON OFFICE COORDINATORS AND ELIGIBLE FAMILY MEMBERS.

DIRECTORS IN THE DEPARTMENT: PLEASE ENSURE THAT THIS  
CABLE IS BROUGHT TO THE ATTENTION OF ALL FOREIGN SERVICE  
PERSONNEL.

1. Summary:

This cable announces that HR/CDA will accept  
applications from eligible family members (EFMs) for the  
Professional Associates (PA) program from the date of  
this cable for three weeks. It outlines the requirements  
and procedures for application. End Summary.

2. Background:

The regular FS assignments process invariably leaves  
some overseas positions without sufficient qualified  
Foreign Service bidders. These positions are designated  
Hard-To-Fill (HTF) and are opened to Department of State  
Civil Service employees and to EFMs. EFMs may apply only  
for positions at the post to which their sponsoring  
employee is currently assigned, and must commit to serve

for a minimum of one year in the position.

Foreign Service direct-hire employees will continue to bid on these positions and will receive priority in selection.

Qualified EFMs will be given preference over equally qualified Civil Service employees. Veterans will be given preference in the selection process.

### 3. Consular Positions Unavailable for Professional Associates:

As of September 20, 2005, all adjudicating positions must be encumbered by a commissioned Foreign Service Officer or a Civil Service employee qualified to receive a limited non-career appointment. As Professional Associates can no longer adjudicate visas, EFMs may not apply for Consular HTF positions.

### 4. Certain Unaccompanied HTF Posts Unavailable to EFMs:

Some HTF positions are at posts which are unaccompanied, i.e. to which family members may not go. Certain of these posts will consider an EFM if the sponsoring employee is assigned there, and others are strictly unaccompanied and EFMs may not apply for positions there. Accordingly, the positions at strictly unaccompanied posts have been deleted from this year's list.

### 5. Eligibility Requirements:

In order to be eligible for the PA program, applicants must be the EFM (defined in 3 FAM 8212 b) of a career government employee from any agency under Chief of Mission authority assigned to a full time position at an overseas post. Members of Household (MOH) and family members of contractors are not eligible. Additionally, applicants must be a U.S. citizen at the time of application, a high school graduate, at least 18 years of age, and qualified for the position.

### 6. How to Apply:

Application packages must include:

(1) Form DS-1950, Department of State Application for Employment; link follows:

<http://foia.state.gov/forms/employment/ds1950.pdf>;

(2) Evidence of relevant training, education, and/or experience for the position;

(3) A signed and dated cover memorandum with the following language:

"I am applying for position X (see Para 12). My sponsoring employee, (name), is assigned to (post) until (month/year). If selected, I commit to serve in the position for one year and I acknowledge that all leave would have to be approved by my supervisor."

(4) Evaluation reports from previous federal employment.

(5) Information on the position from the HTF list in the following required format:

Grade/Post/Position/Incumbent/Org Code/Position Number

(For example: FS02/Seoul/GSO/Greene/331001/3124300)

EFMs may consult FSBid to access the capsule description of a position in which they are interested, contact the incumbent of the position to request his/her work requirements statement, or contact the bureau Executive Office to request a job description.

The application package should be sent to the PA Coordinator, HR/CDA, SA-3, Room 3000, Department of State, Washington, DC 20520. Documents may be sent via e-mail to (CovingtonAV@state.gov) or FAX (202-663-0620).

#### 7. Professional Associates Program Selection Process:

HR/CDA will convene Qualifications Evaluation Panels (QEP) which will review applications from EFMs and from Civil Service employees for relevant experience and skills, including foreign language proficiency if the position requires it. EFMs without supervisory experience will not be considered for positions with supervisory responsibilities. A representative from the Family Liaison Office (FLO) will participate in the QEP as a non-voting member.

EFMs who are certified as qualified by the QEP will be notified by the PA Coordinator and their application material will be forwarded to the regional bureaus for consideration for the vacancies for which they have applied. Selections are made by the bureaus. Qualified EFMs should contact the bureau EX Officer directly to express their interest and discuss their qualifications.

#### EX BUREAU CONTACTS

AF - Gloria Junge and Steve Lemelin  
EAP - Suzanne Ben-Aida and Lynn Nelson  
EUR - Alison Roberts and Karen Rodriguez

INL - James Kohler and Delicia McKenzie  
NEA and SA - Kristi Hogan and Mira Piplani  
OES - Ray Arnaudo  
WHA - Carol Heineck and Jeanette Hantke

8. Upon Selection:

Selected EFMs are required to have the appropriate security clearances for the posts of assignment prior to appointment. Professional Associates are appointed using the Family Member Appointment (FMA) mechanism. The regulations for FMAs are contained in 3 FAM 8200. Salary is determined by a Human Resources Specialist with experience in setting Foreign Service salaries.

If required, training may be provided at NFATC. HR/CDA will provide travel orders for the EFM to travel from post to Washington, DC and return. Per diem will be limited to a maximum of 90 days.

9. There is no mechanism for the conversion of a Professional Associate to career Foreign Service. EFMs selected for a PA position should be aware that they will not be able to convert to the career Foreign Service at the end of a tour.

10. The Family Liaison Office is sending a cable entitled "Preparing Family Member Applicants for the 2006 Professional Associates (PA) Program." It contains helpful advice and a list of frequently asked questions (FAQs), and will be released o/a February 28.

11. State ALDAC entitled "2006 Civil Service To Foreign Service Hard-To-Fill (HTF) Program" dated o/a 02/28/06 will list all HTF positions. This cable is for Civil Service employees and lists those positions for which they can apply, including some for which EFMs cannot apply.

12. List of Foreign Service Hard-to-Fill Positions for which EFM's are Eligible:

Note:

\*\* Unaccompanied posts; bureau will consider qualified EFMs.

AF

Post	Title	Incumbent	ORG/Position	Grade	
ABIDJAN	IO	Bruen	353001/60151000		FO-02
ABUJA	PolMil	Vacant	356003/11009000	FO-03	
ACCRA	Econ	Landberg	352401/20066002	FO-02	
ACCRA	IO	New	352401/61111201	FO-04	
ACCRA	PAO	Johnson	352401/60130000	FO-01	
ADDIS	OMS	COMDebose	352001/00005800		OM

ASMARA	PAO	Vacant	352501/60126000	FO-02	
BANGUI	IROG	New	351201/10013006	FO-03	
BANGUI	Mgt/Cons	Vacant	351201/50005005	FO-03	
BUJUMB	Mgt	Stellingwe	354301/50002006	FO-02	**
BUJUMB	Pol/Cons	Vacant	354301/10023004	FO-03	**
CONAKRY	FMO	Yang	352801/57041001	FO-03	
CONAKRY	IMO	Taylor	352801/55020004	FO-03	
DJIBOUTI	Pol/Cons	Lewis	350401/30018005	FO-03	
FREETOW	FMS	Noel	356101/52241001	FO-03	
KHARTOU	IMO	McInturff	357501/55112001	FO-03	**
KHARTOU	ISO	Tien	357501/55104003	FO-04	**
KHARTOU	Econ	New	357501/01801005	FO-02	**
KIGALI	GSO	Dodds	354401/52013003	FO-03	
KINSHASA	GSO	Murphree	350801/51269000	FO-03	
KINSHASA	GSO	Wiley	350801/51268000	FO-03	
LAGOS	IPO	Brown	356001/55036001	FO-03	
LAGOS	Mgt	Spivak	356001/50045005	FO-01	
LAGOS	Econ	Ross	356001/20017202	FO-03	
LAGOS	PDO	Vacant	356001/60102001	FO-02	
LIBREVILL	Pol	Fedzer	352301/10105001	FO-03	
LIBREVILL	OMS-COM	Keller	352301/92147000	FO-05	
LILONGW	FMO	Mercadant	356401/53117000	FO-03	
LILONGW	Econ	Taliaferro	356401/20002003	FO-03	
MAPUTO	Pol	Brown	355801/14025003	FO-03	
MAPUTO	OMS-COM	Mertz	355801/00009008	FO-05	
MAPUTO	PDO	Stephens	355801/6003500	FO-03	
NDJAME	PAO	Bell	351501/60013001	FO-02	
NDJAME	Pol/Econ	Fitzgibbo	351501/14019003	FO-02	
NIAMEY	FMO	Vacant	355901/53023000	FO-03	
NOUKC	FMO	Madden	355701/51014001	FO-02	
NOUKC	OMS-COM	Donahue	355701/00011005	FO-05	
OUAGAD	OMS-DCM	Lawton	359501/00003027	FO-05	
OUAGAD	PolMil	Ali	359501/14009005	FO-03	
PORT LO	OMS-COM	Vacant	356601/00200005	FO-05	
YAOUND	OMS-COM	Harrison	351001/00012006	OM	
YAOUND	PAO	Whitman	351001/60111001	FO-01	

Post	Title	Incumbent	ORG/Position	Grade	
AIT TAIPEI	IMS	Aguayo	330230/77029000		FO-04
BEIJING	Econ	New	330501/20235184		FO-03
DILI	OMS-COM	Farmer	334701/00292141		FO-05
JAKARTA	PD	Sakurai	330601/60271000		FO-02
MANILA	POL	Novak	331401/10775000		FO-02
PORT MOR	IMO	Kobilarcik	332601/55021124		FO-03
SHENYANG	Pol	Hsiao	330603/30033004		FO-03

EUR

Post	Title	Incumbent	ORG/Position	Grade	
MOSCOW	CAO	Kenney	328401/60888018		FEOC
MOSCOW	AIO	Austrian	328401/60888024		FO-02
MOSCOW	Pol	Kolan	328401/10309000		FO-02
MOSCOW	IMS	Tagge	328401/55223000		FO-04
MOSCOW	HRO	Eicher	328401/54252000		FO-03
PRISTINA	Pol/Econ	Sanders	320301/11100111		FO-03

PRISTINA	HRO	McIntyre	320301/53400111	FO-03
VLADIVO	Pol/Econ	Houston	328404/14004008	FO-03

Post	Title	Incumbent	ORG/Position	Grade
BAGHDAD	CAO	Hart	343201/60400003	FO-01 **
BAGHDAD	IO	Colton	343201/60400006	FO-01 **
KABUL	CAO	Guimond	340401/60694002	FO-02 **
RIYADH	OMS-Pol	Jennison	347001/10030003	FO-06 **

Post	Title	Incumbent	ORG/Position	Grade
DHAKA	CAO	Vacant	340901/60060000	FO-03
DHAKA	Econ	Johns	340901/14057000	FO-03

Post	Title	Incumbent	ORG/Position	Grade
BRIDGETW	Econ	Ashworth	311101/14011000	FO-03
GEORGETW	Pol/Econ	Canavan	310701/14026000	FO-03
LIMA	Pol	Brooks	313601/10156002	FO-03
MEXICO	AGSO	Smith	312801/52439000	FO-03
PARAMAR	Pol/Econ	Walsh	313701/14019001	FO-02
PRT AU PR	PAO	Saeed	312401/60109000	FO-01
PRT AU PR	Econ	Reimer	312401/20049000	FO-02
PRT AU PR	IO	Cooley	312401/60111002	FO-02
PRT AU PR	Pol	Banks	312401/10092000	FO-03
PRT AU PR	Pol	Gallegos	312401/10107000	FO-03
PRT AU PR	Pol	Salaiz	312401/10099001	FO-02
PRT AU PR	AGSO	Vacant	312401/52094000	FO-03

Post	Title	Incumbent	ORG/Position	Grade
DUSHAN	INL	New	328901/10151015	FO-02
KABUL	INL	Flohr	340401/10927000	FO-02 **
KABUL	INL	Smiley	340401/10926000	FO-02 **

OBO

Post	Title	Incumbent	ORG/Position	Grade
LUANDA	Facility Mgr	Giles	350601/52281000	FO-02

OES

Post	Title	Incumbent	ORG/Position	Grade
LIBREVIL	Env. Hub	Cassetta	352301/92147000	FO-02

13. For further information, please contact Ann Covington,  
HR/CDA/EL, SA-3, Room 3224, phone 202-663-0472, fax 202-663-0620, or FLO Employment Program Coordinator Jenneke Fijn van Draat, M/DGHR/FLO, Main State, Room 1239, phone 202-647-1076.

14. Minimize Considered.  
RICE